**JOB SPECIFICATION**

# Job title Higher Level Teaching Assistant

# The Base (Specialist Autism Provision)

# Responsible to: Assistant Director of Learning (The Base)

**Key interface with:** Skills for Learning Team

Other academy staff

Parents

Year Head

# Salary: Grade 8

**Conditions of service:** 30 hours per week

39 weeks per year (to include all term time and training days)

## Strategic purpose – what you are trying to achieve

To provide support under the direction of the Assistant Director of Learning

* To prepare learning resources and differentiate work as appropriate
* To plan, prepare and deliver intervention lessons.
* To provide cover for lessons where appropriate.
* To liaise with parents to foster further learning development at home
* To seek to enable students to become more independent learners and to develop independence, communication and social skills
* To foster the participation of students in the social and academic processes of the academy
* To act as a key worker for individual and groups of students within The Base
* To develop and implement autism specific support strategies for students
* To organise and coordinate TA support for students when required.

# Key responsibilities – what you are responsible for

1. To plan, prepare and deliver well-structured intervention lessons.
2. Provide detailed verbal and written feedback to student work and prepare reports when required
3. To source/create/differentiate suitable learning resources where appropriate and to work with other professional (for example speech and language and occupational therapists) to achieve outstanding outcomes for the students
4. Evaluate student progress through a range of assessment methods in conjunction with the subject teachers and The Base lead teacher
5. To complete progress checks and other relevant assessments
6. To carry out the duties of a key worker for students within The Base
7. To contribute to the health and well-being of the student
8. To accompany students on educational trips in addition to normal hours and to support with transition into The Base and the school environment
9. To support the academy curriculum and development and implementation of the specialist autism curriculum
10. To support with the continued work toward the Autism Education Trust Standards and Competencies frameworks
11. To maintain effective working relationships with colleagues
12. To establish professional relationships with the families of students who may be coping with high anxiety
13. To contribute to the maintenance of student safety and security both on and off site
14. To review and develop own professional practice
15. To be aware of confidentiality issues linked to home/student/teacher/school work and to keep confidence as appropriate
16. To participate in appropriate student-based meetings and training activities
17. To support with the delivery of CPD and training for teachers, families and other professionals

# Other requirements of the post

1. To participate in Staff Training Days and other training opportunities in disaggregated time, as required
2. To participate in other continuing professional development opportunities, as required or agreed
3. To participate in the academy programme of Performance Management
4. To participate fully in team self-reviews and other agreed procedures for monitoring the quality of student support
5. To provide invigilation as required
6. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines
7. To undertake any other reasonable duties as may be agreed from time to time with the Coordinator or the Principal
8. Commitment to Rawlins vision and values which are based on Christian and British values

* To uphold and promote our vision and values

*Act wisely and make the most of every opportunity*

**Developing Trust | Inspiring Hope | Building Success | Shaping the Future**

*Through: Compassion, Wisdom and Endurance*

1. Other reasonable duties that the Principal may ask you to perform.

***The Academy is committed to safeguarding and promoting the welfare of the young people and expects all staff and volunteers to share this commitment.***

***This post is subject to an Enhanced Disclosure and Barring Service check***